



**Independent Living Program Activity Card**

**Category: CAREER**

**Activity: Get a Letter of Recommendation for a Job**

**Proficiency  
Certificate  
Eligible**

**Description:** The objective of this assignment is to help you develop your job references. A recommendation letter gives you credibility with a prospective employer. Your ability to advocate for yourself is very important, but it is also nice to have others advocating on your behalf. Use the attached form to help you get started with a list of people who would write a recommendation letter for you (please do not include friends or family members). Finally, get one letter of recommendation and turn it in to a Youth Support Specialist along with this activity card.

**You may earn \$8.00 OF dollars for one letter of recommendation and up to \$2.00 OF dollars for turning in your list of references.**

Total Dollars Earned:

<p><b>\$</b></p> <p>(ILP Use Only)</p>
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Notes:
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Date: \_\_\_\_\_

_____ Youth Signature	_____ Date of Birth
_____ Print Name (Youth)	_____ Group Home (If Applicable)

<b>Receipt</b>
(ILP Use Only)





# TEMPLATE

Independent Living Program  
Take Home Activity

**SALUTATION:**

Dear (Name of Employer or University Official): or (TO WHOM IT MAY CONCERN:)

**PARAGRAPH 1:**

**If written to a specific employer or educator:**

I am writing this reference at the request of (Student) who is applying for (job title, college program, etc.) with (company, school, etc.)

**If written TO WHOM IT MAY CONCERN:**

I am writing this reference at the request of (Student). S/he has asked me to provide this general letter that s/he may show to any prospective (employer, school, etc.) who asks her/him for references.

**If reference is confidential:**

This is a confidential letter and should be shared only with individuals in your organization who are directly involved in the selection decision. This letter should not be shown to (Student) who waived the right to see the letter.

**PARAGRAPH 2:**

I have known (Student) for (length of time) in my capacity as (your job title) at (your organization). (Student) took (names of courses) from me and earned (grades) in those classes. Based on (Student's) grades, (excellent, good, etc) attendance and class participation, I'd rate (Student's) academic performance in my class as (rating). **OR** (Student) worked for me as (job title). **OR** (Student) belonged to the (organization) for which I advised.

**PARAGRAPH 3:**

(Student) has a number of strengths to offer (an employer, a college program). *List qualities here supporting each one with examples. Focus on qualities relevant to the opportunity the student is seeking.*

**PARAGRAPH 4:**

In conclusion, I would (highly) recommend (Student). If her/his performance in (my class, name of position, organization) is any indication of how she/he'd perform in (your position, your college program, etc), (Student) will be a positive addition to your (organization, university, etc). If you have any questions please feel free to contact me at (phone number).

Sincerely,

Your Name